



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

April 26, 2015

EMILY BUCHANAN, TREASURER
WOMEN SPEAK OUT PAC
1200 NEW HAMPSHIRE AVE NW SUITE 750
WASHINGTON, DC 20036

Response Due Date
06/01/2015

IDENTIFICATION NUMBER: C00530766

REFERENCE: AMENDED AUGUST MONTHLY REPORT (07/01/2014 - 07/31/2014),
RECEIVED 01/30/2015

Dear Treasurer:

This letter is prompted by the Commission's preliminary review of the report referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **Failure to adequately respond by the response date noted above could result in an audit or enforcement action.** Additional information is needed for the following 4 item(s):

1. Schedule B discloses reimbursements to individuals for "Travel reimbursement." When the reimbursement amount to individuals for travel and subsistence advances exceeds \$500, the payments by individuals to any one vendor that make up the reimbursement may have to be itemized. For example, if the related payments to any one vendor aggregate in excess of \$200 for the calendar year, the individual advance payment to the vendor must also be itemized in a memo entry for that reimbursement. Each memo entry must include the complete name and address of the original vendor, as well as the date, amount and detailed purpose of the advance. If itemization is not necessary for a particular reimbursement to staff in excess of \$500, you must indicate so in an amendment to this report. Please amend your report to include the missing or clarifying information. See Advisory Opinion 1996-20 for additional clarification. (11 CFR § 104.9)

2. Itemized disbursements must include a brief statement or description of why each disbursement was made. Please amend Schedule B supporting Line 21(b) of your report to clarify the following description(s): "Consulting." For further guidance regarding acceptable purposes of disbursement, please refer to 11 CFR 104.3(b)(3)(i).

Additional clarification regarding inadequate purposes of disbursement